Civilian Education System

USACE CP18 Career Program Managers Workshop

Purpose

- Provide an overview of the Army Management Staff College and the programs offered
- Inform and educate Army Civilians worldwide on the progressive and sequential Civilian Education System (CES)

Agenda

- Who we are
- What we do
- Campus locations
- Our programs
- Why we need the CES
- CES overview
- CES course design
- CES enrollment
- Course dates
- How to apply

AMSC Vision

- Educate leaders in support of the warfighter

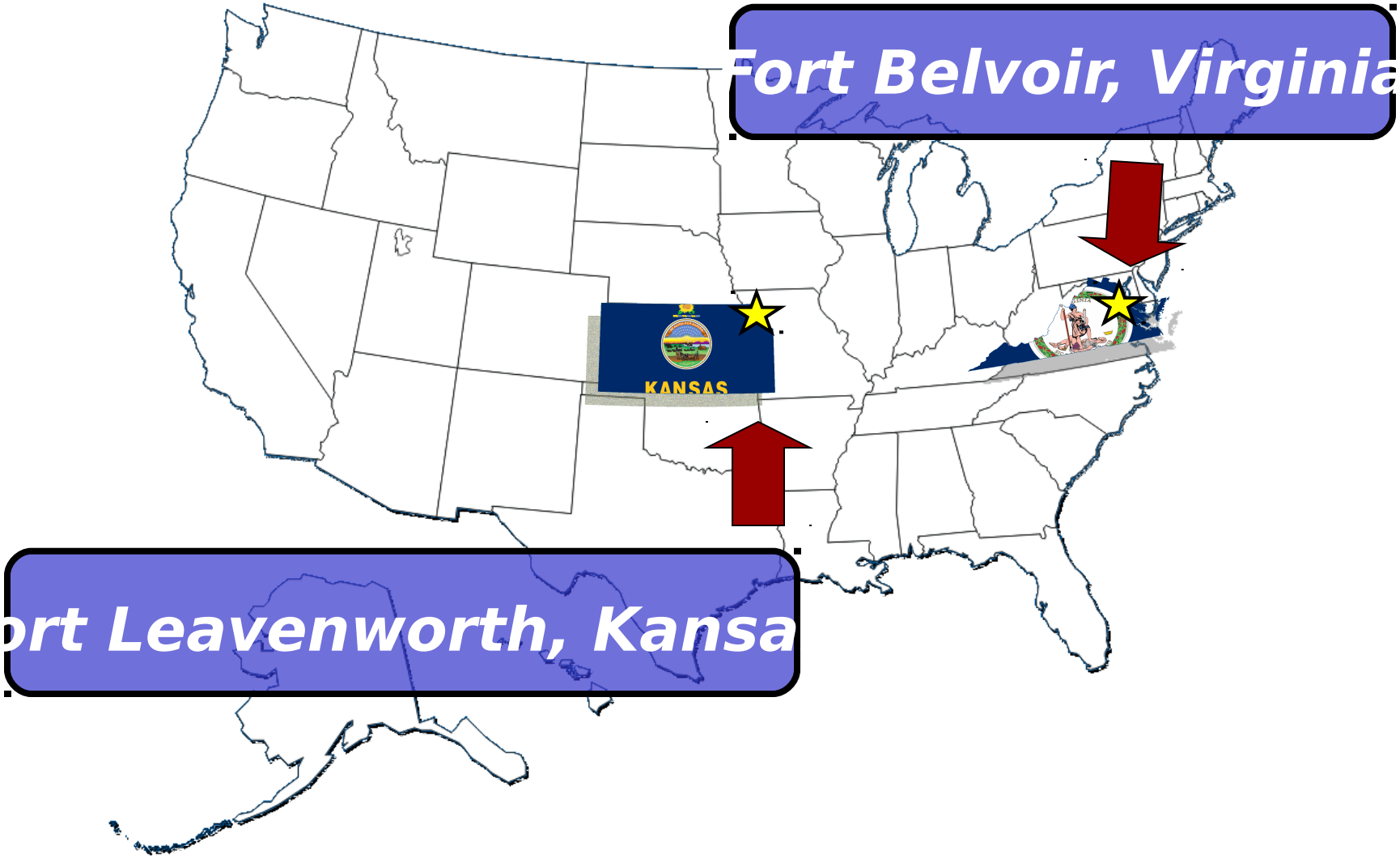
- The Center of Excellence for leadership and management education; developing the professional Army Civilian Corps to lead in a joint environment

Mission

- Educate and prepare civilians and military leaders to assume leadership and management responsibilities throughout the Army

- Provide consulting services and conduct research on Civilian Leadership and Installation Management

Campus Locations



Our Programs

Command Programs

- **General Officer Installation Command Course (GOICC)**
- **Garrison Pre-command Course (GPC)**
- **Garrison Command Sergeant Major Course**

Civilian Education System

- **Intern Leadership Development Course (ILDC)**
- **Action Officer Development Course, Supervisor Development Course, Manager Development Course**

- **Foundation Course**
- **Basic Course**
- **Intermediate Course**
- **Advanced Course**

What's Changed…

- Global War on Terrorism
- Army civilians are deploye more frequently
- Significant mil-civ convers
- NSPS

Army Required

MULTI-SKILLED LEADERS

- Strategic & creative thinkers
- Builders of leaders and teams
- Competent full spectrum warfighter or accomplished professional who supports THE SOLDIER
- Effective in managing, leading & changing large organizations
- Skilled in governance, statesmanship and diplomacy

Army Requires

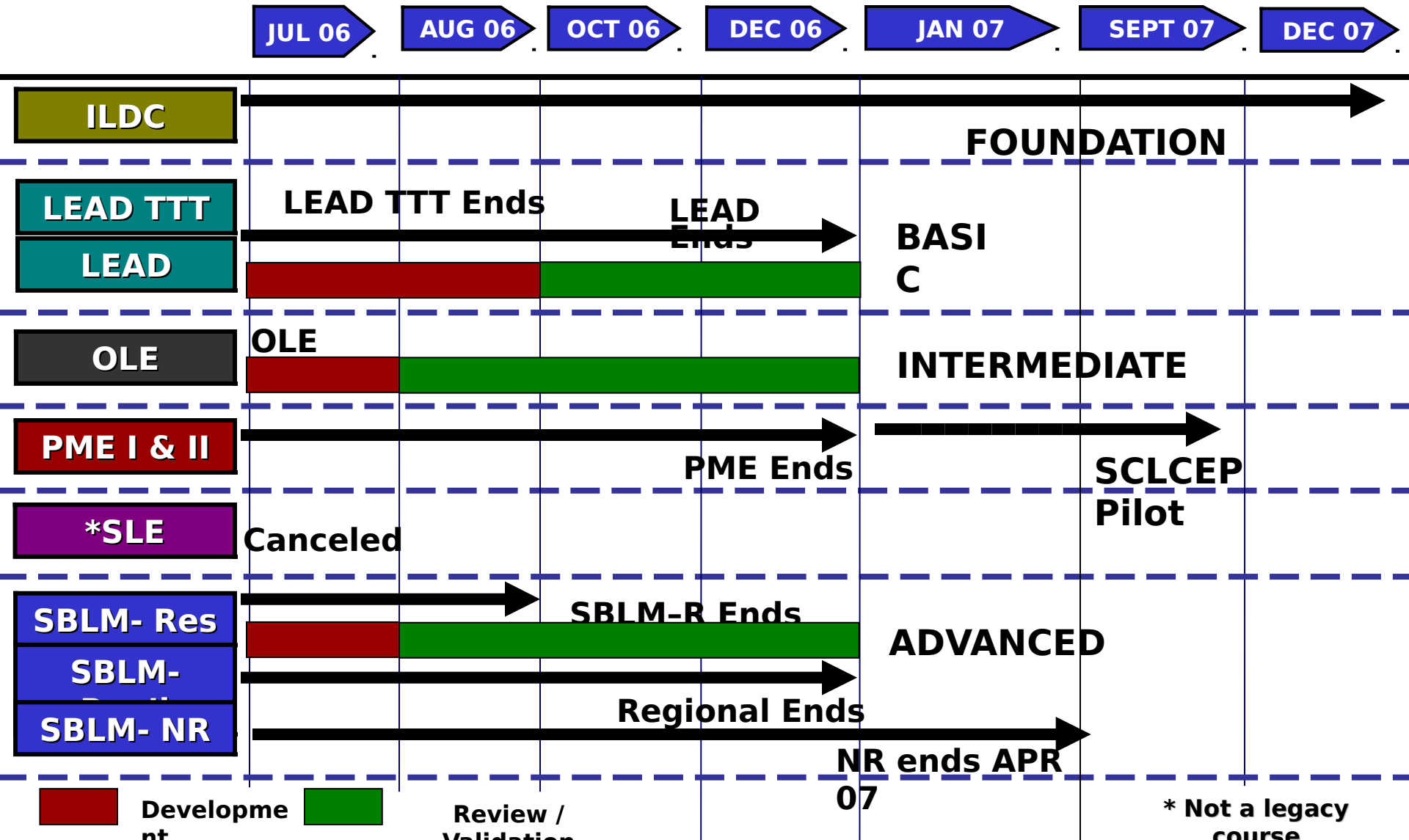
"a well-developed and executed, integrated, systemic approach for civilian leader development."

(ATLDP-C 24 Feb 2003)

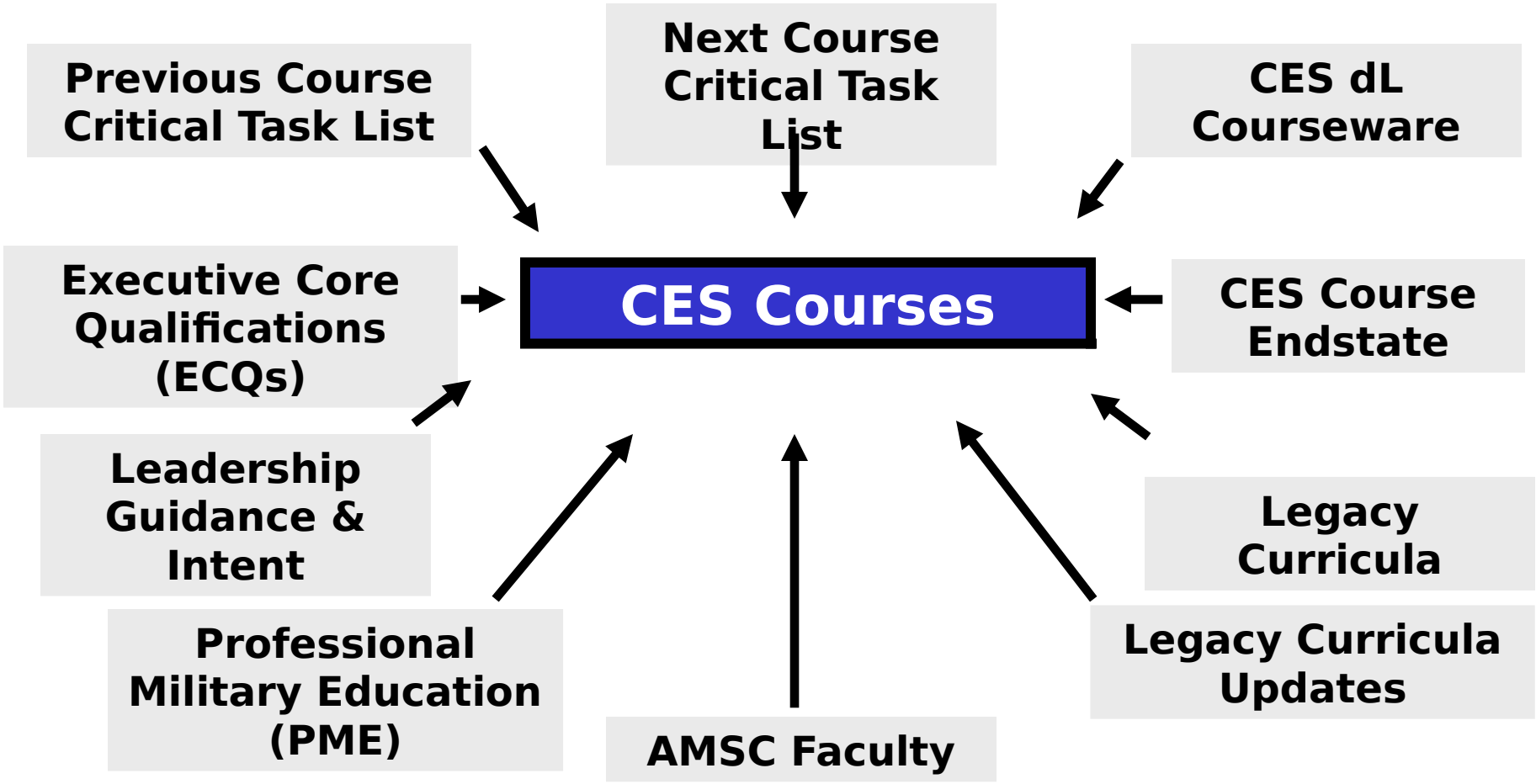
Army Civilian Education System (CES)

A progressive and sequential civilian leader development program that provides enhanced leader development and education opportunities for Army civilians throughout their careers

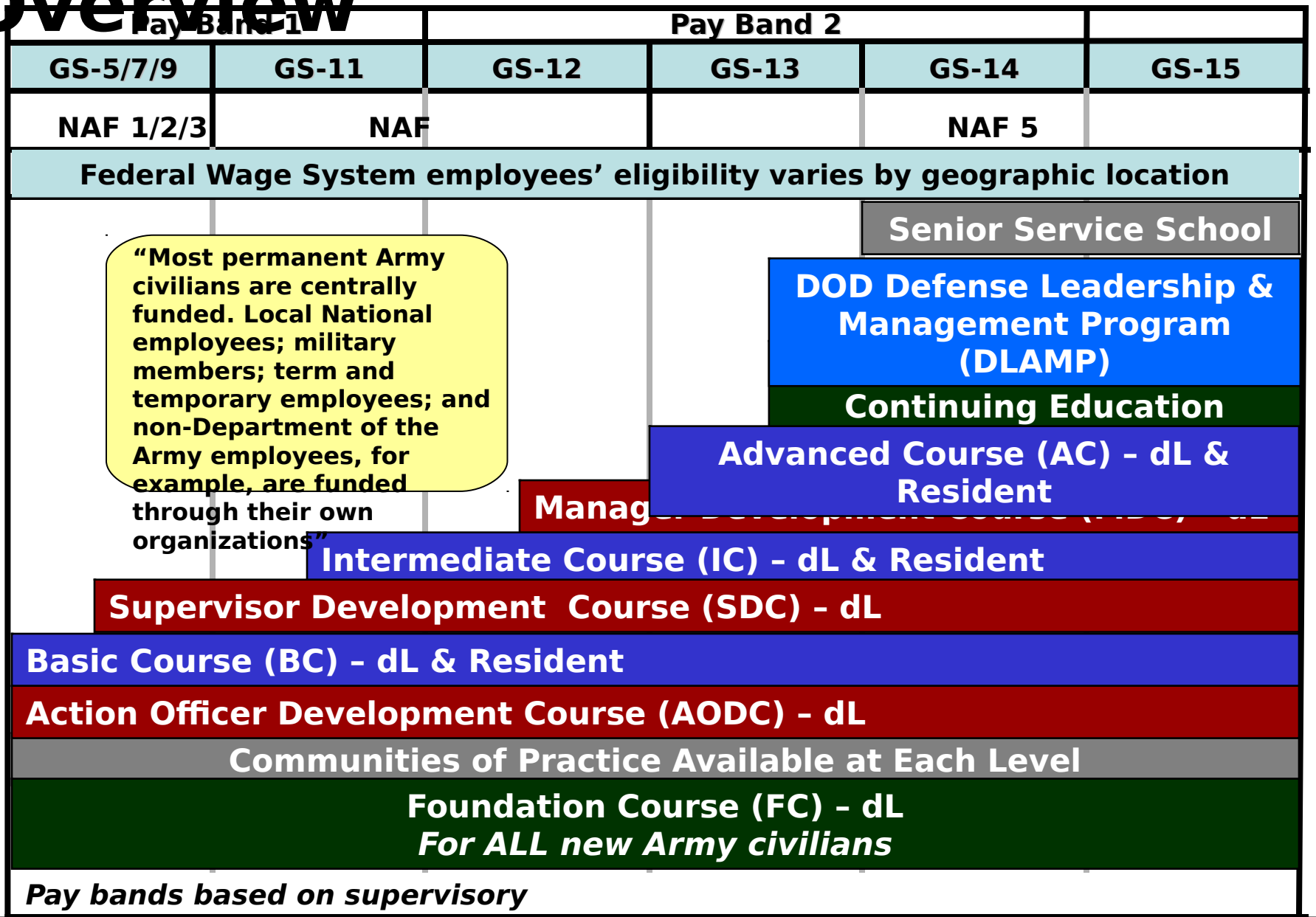
Legacy to CES Course Transitio



CES Course Design



Civilian Leader Development Overview


Pay Band 1
Pay Band 2
GS-5/7/9
GS-11
GS-12
GS-13
GS-14
GS-15
NAF 1/2/3
NAF
NAF 5
Federal Wage System employees' eligibility varies by geographic location
"Most permanent Army civilians are centrally funded. Local National employees; military members; term and temporary employees; and non-Department of the Army employees, for example, are funded through their own organizations"
Senior Service School
DOD Defense Leadership & Management Program (DLAMP)
Continuing Education
Advanced Course (AC) – dL & Resident
Intermediate Course (IC) – dL & Resident
Supervisor Development Course (SDC) – dL
Basic Course (BC) – dL & Resident
Action Officer Development Course (AODC) – dL
Communities of Practice Available at Each Level
Foundation Course (FC) – dL
For ALL new Army civilians
Pay bands based on supervisory

Civilian Leader Development Courses

Distributed Learning (dL) Available Through the Internet

Supervisor Development Course	Manager Development Course	Action Officer Development Course
Provides supervisors and managers with civilian administration skills such as work management and basic supervision Required for employees in supervisory and management positions	Assists supervisors and managers with basic skills for managing work and leading people Recommended for all civilians in supervisory and management positions	Designed for civilians who "work actions" on behalf of senior staff officers or commanders Required for interns Completion required before they complete the intern

Foundation Course

57 hours distributed Learning (dL)

DA Civilian who understands and appreciates Army values and customs; serves professionally as a member of the Department of the Army; acquires foundation competencies for leader development

- Understand structure of the Army.
- Knows Army leadership and doctrine.
- Organizes daily activities.
- Knows how to build teams and practices group dynamics.
- Applies the skills for increasing self-awareness.
- Meets DA administrative requirements.
- Applies effective communication principles.
- Comprehends career progression for DA civilians.

dL available for self-development

Foundation Course

Enrollment information

Eligibility

- All DA Civilian employees
- Military and other DOD employees

Required Attendees

- FC is required for interns, team leaders, supervisors, and managers employed after 30 Sep 2006

Admission Priority

- Available by dL

Course Credit/Substitution

- Army civilians employed before 30 Sep 2006 are not required to take the FC and will receive credit for this course

Basic Course

2 weeks resident, 27 hours of distributed Learning

DA civilian who understands and applies basic leadership skills to lead and care for small teams successfully; applies effective communication skills to build a team; demonstrates internal and external awareness and directs team accordingly; develops and mentors subordinates

- Applies leadership skills
- Complies with applicable laws
- Improves self and subordinates
- Demonstrates leader attributes
- Manages mission accomplishment

dL available for self-development

Basic Course

Enrollment information

Eligibility

- Army civilian employees who lead teams or in supervisory or managerial positions
- Army civilian program/project managers
- Military supervisors of civilians and other DOD employees

Prerequisite for Resident Phase

- FC if required

Course Credit for Resident Phase

- Courses: Leadership Education and Development (LEAD), Officer Basic Course (OBC), Warrant Officer Advanced Course (WOAC), Advanced NCO course (ANCOC) or more advanced

Admission Priority

- Priority 1: Required for Army civilians assigned as a team leader or in permanent appointment to a supervisory or managerial position and do not have course/experience substitution. Must complete course within one year of placement
- Priority 2:
  - Army civilians who lead others on an ad-hoc basis and those who manage programs
  - Army civilians and DOD employees in an Army endorsed supervisory or management development program
- Priority 3:
  - Active duty military supervisors who supervise Army civilians
  - Term and temporary civilians who are responsible for leading or supervising civilian teams
  - Other DOD employees

Intermediate Course

3 weeks resident, 44 hours of distributed Learning (dL

DA civilian skilled in leading; managing human and financial resources; implementing change; directing program management and systems integration; displaying flexibility, resilience, and focus on mission

- **Develops leader attributes**
- **Develops management skills**
- **Develops improved communication skills**
- **Generates mission accomplishment**
- **Prepares an organization for the future**

dL available for self-development

Intermediate Course

Enrollment information

Eligibility

- Army leaders in permanent appointments to supervisory or managerial positions
- Army civilian program/project managers
- Military supervisors of civilians and other DOD employees

Prerequisite for Resident Phase

- FC if required
- BC or substitution

Course Credit for Resident Phase

- Courses: Organizational Leadership for Executives (OLE), Captains Career Course (CCC), Warrant Officer Senior Course (WOSC), First Sergeant Course (FSC) or more advanced level

Admission Priority

- Priority 1:

- Required for Army civilians in permanent appointment to supervisory or managerial positions and do not have course/experience substitution. Must complete course within 2 years of placement.

- Priority 2:

- Army civilian program managers
- Army civilians and DoD employees in an Army-endorsed supervisory or management development program

- Priority 3:

- Military supervisors or managers of Army civilians
- Term and temporary civilians who are responsible for supervising civilians
- Other DOD employees

Advanced Course

4 weeks resident, 57 hours of distributed Learning (dL

DA civilian leader skilled in leading a complex organization; managing human and financial resources; leading change; inspiring vision and creativity; directing program management and systems integration; displaying flexibility, resilience, and focus on mission

Leads people in a complex organization

Leads a complex organization and inspires vision and creativity

Operates within an environment of integrated systems, with a focus on mission

dL available for self-development

Advanced Course

Enrollment information

Eligibility

- Army employees in permanent appointments to supervisory or managerial positions
- Senior level civilians in positions of leadership or program/project managers
- Military supervisors of civilians and other DoD employees
- GS13–15 or comparable NSPS pay band

Prerequisite for Resident Phase

- FC if required
- BC, IC or substitution for each

Course Credit for Resident Phase

- Courses: Sustaining Base Leadership and Management (SBLM), Command and General Staff College/Intermediate Level Education (CGSC/ILE), Warrant Officer

Admission Priority

- **Priority 1:** Required for Army civilians in permanent appointment to supervisory or managerial positions and do not have course/experience substitution

- Must complete course within 2 years of placement

- **Priority 2:** Army civilians not currently in supervisory or managerial positions (deputies, team leaders, or program managers)
- **Priority 3:**

- Military supervisors or managers of Army civilians

- Term and temporary civilians who are responsible for supervising civilians

- Other DOD leaders

Pilot Course

Senior Civilian Leader Continuing Education Program

4.5 Days Residence / 40 hours dL

The SCLCEP targets leaders at the GS14/15 leadership level or equivalent. SCLCEP will sustain and further develop leaders by refining their "Pentathlete" skills and potential for the Department of Defense's future contemporary operating environment. The program is a participatory environment where students discuss current problems in the field.

- Challenge of transition within the Army
- Dynamics of transition leadership to the senior level
- Transformational improvement of progress and teams
- Personnel management challenge and strategies
- Strategic innovations: Creating agile and resilient organizations
- Knowledge management
- Moral development/ ethical dilemmas
- Building individual and organizational awareness of well being and cultural diversity

Senior Civilian Leader Continuing Education Program

Enrollment Information

Who Cannot Apply?

- Recent Advanced Course graduates must wait two years after graduation before applying for the SCLCEP

- PME graduates can attend (if SBLM graduates) although some content are in this course does overlap with PME, e.g. Management Challenge Case Study

Prerequisite for Resident Phase

- 40 hours dL phase

Senior Civilian Leader Continuing Education Program

Eligibility

--Army civilian employees GS-14/15 above and equivalent levels in leadership positions

--Military (SGM, CW4, CW5, LTC, COL) who supervise civilian supervisors/managers

--Graduate of Advanced Course or equivalent

--Minimum of two years after attending Advanced Course or an equivalent course

--Must have completed one of the following Courses:

a. Sustaining Base Leadership and Management Course/AMSC

b. Command General Staff College Intermediate Level Education

c. Warrant Officer Senior Staff College

d. Sergeant Major Course

Basic Course Resident Phase (FY08)

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Leavenworth	15 Oct – 26 Oct	Closed	Army leaders who exercise direct leadership to lead and care for teams	Foundation Course dL tasks
Fort Leavenworth	5 Nov – 16 Nov	Closed		
Fort Leavenworth	3 Dec – 14 Dec	Closed		
Fort Leavenworth	7 Jan 08 – 18 Jan 08	10 Sep 07		
Fort Leavenworth	4 Feb 08 – 15 Feb 08	8 Oct 07		
Fort Leavenworth	3 Mar 08 – 14 Mar 08	5 Nov 07		
Fort Leavenworth	14 Apr 08 – 25 Apr 08	17 Dec 07		
Fort Leavenworth	12 May 08 – 23 May 08	14 Jan 08		

Intermediate Course Resident Phase (FY08)

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Belvoir Fort Leavenworth	15 Oct – 2 Nov	Closed	Army leaders who exercise direct and/or indirect leadership	Performance of Basic Course tasks Intermediate Course dL tasks
Fort Belvoir Fort Leavenworth	27 Nov – 14 Dec	Closed		
Fort Belvoir Fort Leavenworth	11 Feb 08 – 29 Feb 08	15 Oct 07		
Fort Belvoir Fort Leavenworth	10 Mar 08 – 28 Mar 08	12 Nov 07		
Fort Belvoir Fort Leavenworth	28 Apr 08 – 16 May 08	31 Dec 07		
Fort Belvoir				

Advanced Course Resident Phase (FY08)

Location	Dates	Application Deadline	Target Audience	Prerequisite
Fort Belvoir	15 Oct – 9 Nov	Closed	Senior level Army leaders who exercise indirect leadership	Performance of Intermediate Course tasks Advanced Course Distributed Learning (dL) tasks
Fort Belvoir	14 Jan 08 – 8 Feb 08	10 Sep 07		
Fort Belvoir	31 Mar 08 – 25 Apr 08	19 Nov 07		
Fort Belvoir	2 Jun 08 – 27 Jun 08	4 Feb 08		
Fort Belvoir	21 Jul 08 – 15 Aug 08	24 Mar 08		

Growing Army Leaders of the 21st Century. . . The "Pentathlete"

- **Multi-Skilled Leader**
- **Leader Attributes**

Personifies the Army Civilian Corps Creed in all aspects from mission support atesmanship to enterprise managem

It's a way of life

Registration

For the Foundation, Basic, Intermediate, and Advanced courses in FY08.

The Civilian Human Resource Training Application System (CHRTAS) is now the online method for submitting your FY08 CES applications. Applying for training in CHRTAS is a two step process. The process begins with creating a Student Profile account in CHRTAS. Once your profile is complete, you may apply for the courses that have been scheduled

Registration for the Senior Civilian Leader Continuing Education Program the AMSC Web site at http://www.amsc.belvoir.army.mil

AMSC Registrars

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For Fort Leavenworth, contact
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ARMY MANAGEMENT STAFF COLLEGE

QUESTIONS?

Home Page:
http://www.amsc.belvoir.army.mil/